

**PARKS AND RECREATION COMMISSION BY-LAWS**  
**TOWN OF DUMFRIES**

Parks and Recreation Commission Approval Pending  
Town Council Review and Approval Pending

**Article I: Creation**

The Parks and Recreation Commission was adopted in July 1, 2013 and comprised of one Council member acting as a chairperson, one member of Town Staff, and five residents of Town of Dumfries.

**Article II: Purpose of Parks and Recreation Commission**

1. The Parks and Recreation Commission shall serve as an advisory body of the Town of Dumfries Town Council
2. Parks and Recreation Focus: To offer recreation and programs designed to meet the needs and interest of patrons of all ages to include but not limited to the following; outdoor festivals, live performances, fitness and sport programs, trips, youth and senior activities
3. Parks and Recreation Mission: The Parks and Recreation Commission (“Commission”) will provide workable recreational programs and services which respond to changing needs and interests of the Citizens of the Town of Dumfries.
4. Parks and Recreation Vision: We see the Town of Dumfries Parks and Recreation as an environmental conservative community promoting healthy development and play for all ages

**Article III: Meetings**

1. The number of meetings per month and a schedule of meeting dates shall be established and may be altered or changed at any regularly scheduled meeting.
2. One regular meeting will be held the last Tuesday of the month at 5:00 pm, unless otherwise agreed upon by a majority of the commission members, in the Council Chambers.
3. Additional meetings may be held at any time upon the call of the Chairperson or by two members of the Commission or upon the request of the Town Council following at least twenty-four (24) hours of notice to each member of the Commission.
4. Each member will be compensated for Public Hearings or meetings requiring attendance by Commission members, regardless if a quorum is present for transaction of business. (Not to include regular meetings where a quorum must be present.)

**Article IV: Membership**

1. The Commission shall consist of five (5) to fifteen (15) members appointed by the Town Council for staggered four (4) year terms. Each

appointee shall be a resident residing within the Town's limits that hold no office of profit under the Town government.

**Article V: Terms of members; filling vacancies.**

1. The term of a member of the Commission shall be four years, from July 1 through June 30 of the respective years or as determined by Town Council. Any vacancy in membership shall be appointed by the Town Council. Such appointment, in the case of a member appointed to fill an unexpired term, shall be for the unexpired term only.
2. The Town Council may appoint any member for successive terms.
3. To fill a vacancy of an appointed member, the Town Council may follow this procedure or any part thereof. The Town Clerk shall notify the Town Council ninety (90) days prior to the end of the term or terms to expire. The Town Council shall fill any vacancies it may choose to fill, provided the Commission shall never have less than five (5) members.
4. In reviewing the qualifications of current appointed members to the Commission, the Town Council shall consider the following:
  - a) Attendance and participation at meetings of the Commission or its committees;
  - b) Certification from National Recreation and Park Association and other training programs;
  - c) A witnessed knowledge of and experience in dealing with questions of community growth and development.
5. The Town Council may excuse current members of the Commission from training requirements.

**Article VI: Election of Officers**

1. The Chairperson will be appointed by Town Council as a Council member
2. The Commission at its first regular meeting in June of each year shall elect a Vice-Chairperson, whose terms shall be for one year, beginning 1 July.
3. No member may serve more than two full consecutive terms as Vice-Chairperson.
4. A Recording Secretary shall be elected and may be a member of the Commission. If authorized by the governing body the recording secretary may be a clerical member or the Town Hall staff or an employee of the Commission.
5. The duties and powers of the Officers of the Commission shall be as follows:
  - a. **Chairperson:**
    - 1) Preside at all meetings of the Commission.
    - 2) Call special meetings of the Commission in accordance with the By-Laws.
    - 3) Certify all minutes, and other documents as necessary, as true and correct copies.
    - 4) Carry out other duties as assigned by the Town Council of the Town of Dumfries.

- b. **Vice Chairperson:**
  - 1) During the absence, disability, or disqualification of the Chairperson the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
- c. **Recording Secretary:**
  - 1) Shall keep the minutes of all meetings of the Commission in an appropriate minute book.
  - 2) Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.
- d. **Community Development Director for the Town of Dumfries:**
  - 1) Direct and coordinate activities of the Town Community Development staff so as to facilitate the functioning of the Planning Commission.
  - 2) Act as Agent between the Commission and the Town Staff.
  - 3) Receive and respond to questions from the Commission and Town Staff.
  - 4) Receive and respond to questions from the Commission.
  - 5) Shall act as agent to ensure that the actions and recommendations of the Commission are properly and appropriately transmitted to the requisite person, body, or agency.
  - 6) Give or serve all notices required by law or by the By-Laws.
  - 7) Handle funds allocated to the Commission in accordance with the directives, the law, and the Town regulations.
- e. **Chair Pro Tem** – In situations in which both the Chairperson and the Vice-Chairperson are absent from a hearing or meeting, the remaining members of the Commission shall elect a Chair Pro Tem from among themselves by a majority vote.

## **Article VII: Conduct of the Members of the Parks and Recreation Commission**

- 1. Members of the Parks and Recreation Commission shall take such time as necessary to prepare themselves for meetings and events
- 2. Commission members shall comply at all times with the Virginia State and local Conflict of Interest Act (Code of Virginia §2.231-et seq., 1950, as amended, hereinafter “the Act”). A Commission member with a personal interest (as defined in Code of Virginia § 2.2-3101 in any transaction or matter coming before the Commission must disclose that personal interest in accordance with the Act. The member shall disqualify himself/herself from participating in the matter if the matter has application solely to property or a business in which the Commission

member has a personal interest, or is otherwise unable to participate by virtue of the Act. Nonetheless, a member may participate in the Commission's deliberations and vote on the matter if the Commission member is a member of a business, profession, occupation, or group, the members of which are affected by the matter under consideration, and the Commission member complies with the declaration requirements of the Code of Virginia, § 2.2-3115 (G). The member may also participate in the matter under consideration if the matter affects the public generally, even though the personal interest of the Commission member, as a member of the public, may also be affected. In the event that a personal interest prevents a Commission member from participating in the Commission's actions on a matter, the interest of that Commissioner may be represented before the commission by a specifically designated representative or legal agent at the public hearing or work session, and testimony entered into the public record. Further, the Commission members shall, if required by the Act, complete a written declaration of the conflict in the form specified by the *Code of Virginia*, such declaration to be kept with the minutes of the meeting.

#### **Article VIII: Absence from Meetings**

1. Each member of the Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Chairperson and or the Vice-Chairperson at the earliest possible opportunity and, in any event prior to 12:00 P.M. on the date of the meeting.
2. A member of the Commission may be removed from office by the Town Council in the event that the member is absent from any three (3) consecutive meetings of the Commission, or is absent from any six (6) meetings of the Commission within any twelve (12) month period. A successor may then be appointed by Town Council for the unexpired portion of the term of the member who has been removed.

#### **Article IX: Reporting**

The Parks and Recreation Commission shall make reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

#### **Article X: Town Council**

Matters referred to the Commission by the Town Council shall be placed on the calendar for consideration and action at the first meeting of the Commission after such reference.

#### **Article XI: Quorum**

A majority of members of the Commission shall constitute a quorum for the transaction of business.

**Article XII: Financial Duties and Responsibilities**

1. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of the Town of Dumfries.
2. The Commission shall recommend to the Council an annual budget sufficient to finance the programs and services the Commission feels is necessary for the welfare of the residents of the Town of Dumfries.
3. The Commission shall recommend to the Council a recommended list of capital improvements in accordance with Council vision.

**Article XIII: Amendments to By-laws**

These rules may be amended at any meeting by a vote of the majority of the entire membership of the Commission provided the proposed amendments have been approved by Town Council, five (5) days notice has been given to each member of the Commission, and provided that notice of said proposed amendment is given to each member of the Commission in writing at least two weeks prior to said meeting.

Respectfully Submitted:

Parks and Recreation Commission